



SMALL TOWN, BIG BEACH™

Application for Commercial Film, Video, and Audio Production must be submitted to the City Clerk at least thirty (30) days prior to the date of the proposed production.

**APPLICATION  
FOR COMMERCIAL FILM,  
VIDEO, AND AUDIO PRODUCTION  
AS REQUIRED BY CHAPTER 11, CRIMINAL CODE,  
ARTICLE VI. COMMERCIAL FILM AND VIDEO  
PRODUCTIONS, SECTION 11-80. COMMERCIAL FILM,  
VIDEO, AND AUDIO PRODUCTIONS PROHIBITED  
WITHOUT PERMIT**

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Date: \_\_\_\_\_

ORGANIZATION/SPONSOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

AGENT/REPRESENTATIVE \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTACT NUMBERS \_\_\_\_\_ BUS \_\_\_\_\_ CELL \_\_\_\_\_

WHEREAS, the City Council has determined that the conducting of commercial film, video, and audio production activities within the corporate limits and police jurisdiction of the City must be reasonably regulated and limited in the interests of public safety and welfare and the protection of both public and private property rights and interests;

Ordinance No. 1619 adopted by the City Council of the City of Gulf Shores on September 27, 2010 amended Chapter 11, of the CRIMINAL CODE, of the *Code of Ordinances*, adopted July 24, 1989, by the addition of Article VI, Commercial Film and Video Productions, as follows:

**Chapter 11 - Criminal Code**

**ARTICLE VI. COMMERCIAL FILM AND VIDEO PRODUCTIONS**

**Section 11-80. Commercial Film, Video, and Audio Productions Prohibited Without Permit -**

Except as otherwise provided in this Article VI, no motion picture, video production, or audio production may be filmed, taped or otherwise recorded at any public or private site within the corporate limits or police jurisdiction of the City of Gulf Shores unless a permit has been issued by the City of Gulf Shores for such activity.

Any individual, business, organization, or institution, that is paid, reimbursed, or provided any measure of financial or in-kind support for any costs associated with an audio, film, or video production must obtain a permit prior to working in the City or its police jurisdiction. This applies not only to those shooting feature films or network or cable video programming, but also to those who capture audio or footage for documentaries, commercials, product demonstrations, web sites, or training films; provided, however that no permit shall be required for the following production activities:

- (a) Filming or recording current news.
- (b) Filming or recording for private or family use.
- (c) Filming or recording for use in a school project.
- (d) Filming or recording by or at the direction of the City.
- (e) Filming or recording for the transmission of live entertainment to large-screen monitors within an approved live entertainment venue.
- (f) Filming or recording entirely within a legally established, properly zoned, and properly licensed commercial motion picture, television, radio or photography studio, so long as city resources are not required for such filming.

It is respectfully requested that a CFVAP Permit be issued to the following named organization or sponsor: \_\_\_\_\_

The following required information is submitted for the review and approval of the appropriate City Departments and the City Council:

- a. Purpose of Production: \_\_\_\_\_
- b. Dates of Production: \_\_\_\_\_
- c. Time of the Production: from \_\_\_\_\_ to \_\_\_\_\_
- d. Estimated number of Participants/Attendees: \_\_\_\_\_
- e. Estimated number of Vendors: \_\_\_\_\_

f. Location of Production (address and/or legal description of property)

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g. Owner of Property: \_\_\_\_\_

Supply to Clerk a letter from owner of property permitting use for activity, if not owned by applicant.

FEE of \$250.00 SHALL BE PAID AT TIME OF APPLICATION.

h. If applicant will need to use City employees for any part of the preparation and clean-up of the site, a separate agreement with the City will be required before issuance of the Permit.

i. Applicant shall guarantee payment of business licenses and sales tax, if applicable to function.

(1) Police and fire protection (describe on-site security; Gulf Shores Police will do routine patrol and will respond to calls.)

(2) Food and water supply and facilities

(3) Health and sanitation facilities (specify number of portable toilet facilities to be furnished)

(4) Medical facilities and services including emergency vehicles and equipment

(5) Vehicle access and parking facilities (If the proposed public assembly is expected to require more parking than can be provided at the location of the assembly, the applicant must submit plans showing where additional parking will be provided and a letter from the owner of the property granting approval for such use).

(6) Camping and trailer facilities

(7) Illumination facilities

(8) Communications facilities

(9) Noise control and abatement

(10) Facilities for daily clean up and waste disposal; final cleanup will be done within 24 hours after close (grease or oil disposal shall be monitored)

(11) Insurance and bonding arrangements -- Binder or other proof of coverage in proper amount shall be in the hands of the Clerk no later than five (5) days before the event.

The following required information is submitted for the review and approval of the appropriate City Departments and the City Council:

### **Permit Application and Fees**

(a) A completed permit application, together with the required fee as provided below, must be filed with the City Clerk no fewer than thirty (30) business days prior to the date that production is to begin.

The application shall include the following information in form and detail as shall be specified on the City's permit application form:

(1) The identification and contact information of the permit applicant including Federal Tax ID Number or Social Security Number;

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(2) Proof of liability insurance coverage with respect to the proposed production in a minimum amount of \$1,000,000.

(3) Name of the production, identification of proposed production site(s), and schedule showing proposed duration of site use.

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(4) Detailed description of proposed on-site activities;

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(5) Detailed description of final product, including story line with attached storyboards, treatments or scripts as appropriate;

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(6) A full description of use and outlet for final product, including air date if applicable;

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(7) A full description of any props to be used;

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(8) Whether “talent” meaning anyone in front of the camera or recording device will be used and, if so, a full description of the talent, who they are, and how they will be utilized;

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(9) An itemization of all lighting, amplified sound, special effects, pyrotechnics, production equipment, vehicles, and aircraft to be utilized and the manner and dates of such utilization;

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(10) A listing, by name, address, title and function, of all persons included in the production crew or who will be present on the production site with the crew;

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(11) An identification of the accommodations in which the talent and crew will be staying during production;

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(12) An identification of the person on location who will be responsible for company's adherence to all terms & conditions of permit;

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(13) Such other information relating to the proposed production as the City may specify in the permit application form.

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(b) The permit application shall be accompanied by payment of a nonrefundable application processing fee of \$250.00.

**Section 11-82. Granting Or Denial Of Permit** - The City Council will review and evaluate the permit application to determine whether the permit should be issued with or without conditions after scheduling the application for public comment at a regular Council meeting. In addition to evaluating the potential impact on traffic flow, noise, and other community impacts, the Council will review and evaluate the draft product concept design, script, storyboard, or messaging outline to determine if the permit request should be accommodated. The Council will not approve permit requests for productions that misrepresent or falsely depict City facilities, employees, programs, or property or the community as a whole; contain or imply inappropriate messaging; or suggest or promote illegal or destructive actions.

**Section 11-83. General Penalty** - Any person violating any of the provisions of this Article VI shall be guilty of an offense against the city and shall, upon conviction, be punished for each violation as provided in section 1-8(A) of the city's Code of Ordinances as now in force or as hereafter amended. Each day on which filming, taping, or recording occurs in violation of Article VI shall constitute a separate offense.

**Section 11-84. Immediate Order To Cease And Desist** - In addition to authority conferred by otherwise applicable law, the mayor and, in his or her absence, the mayor pro tempore, is hereby authorized, acting directly or through the law enforcement officers of the City, to order any person participating in filming, taping, or recording in violation of this Article to immediately cease and desist. Any person failing to obey such order to cease and desist shall be guilty of an offense punishable as provided in Section 11-83.

The undersigned has authority to execute this application; and the requesting organized group, unincorporated association of persons, or corporation promises and agrees to abide by all the terms and conditions of Section 11-80 - 84, Code of Ordinances, under which a Commercial Film, Video and Audio Production Permit is issued, and to abide by all rules and regulations of the City of Gulf Shores, Alabama.

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SIGNATURE OF AGENT

By authority of Section 11-80 of the Code of Ordinances of the City of Gulf Shores, the requirement of a CFVAP Permit shall not apply to any activity sponsored by the City, County or State.

The Permit shall be issued only after approval by the appropriate City Officials, as indicated below:

- a. Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_
- b. Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_
- c. Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_
- d. City Planner: \_\_\_\_\_ Date: \_\_\_\_\_
- e. Recreation & Cultural Affairs Director \_\_\_\_\_ Date: \_\_\_\_\_
- f. City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 1/28/13